

MEAP/MEAP- Access Coordinator Briefing

**Division of Accountability Services
Fall 2013**

Welcome

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Agenda

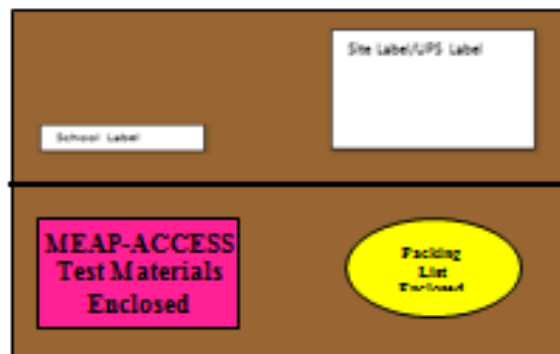
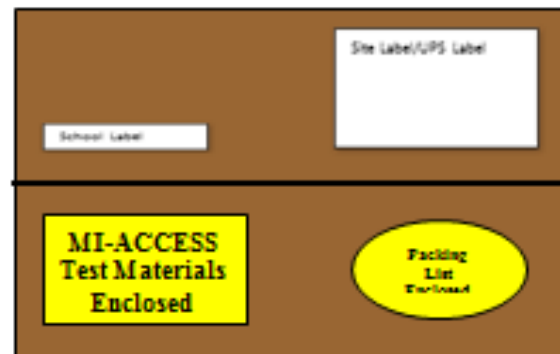
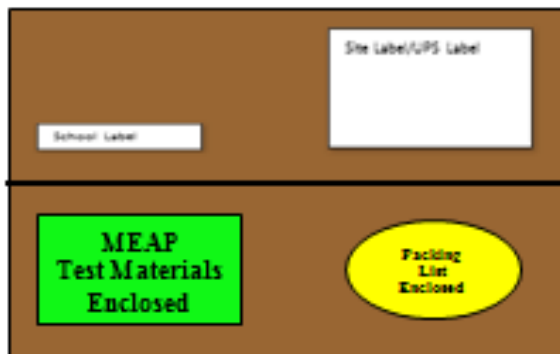


- * What's New
- * Critical Reminders
- * Accommodations
- * On-line (MEAP Social Studies and Science)
- * BAA Secure Site
- * Receiving and Returning Materials

What's New

- Materials will arrive from two different vendors.
- Writing Reader Script will be available for MEAP and MEAP-Access (no audio or video). Remember to amend IEPs, 504 Plans, and EL Plans as appropriate.
- On-line MEAP: Social Studies for grades 6 and 9 and Science for grades 5 and 8 for selected schools.
- Photographing of any test materials is prohibited (although not new).
- Accommodations Summary Table revisions have been made so be sure to review.

Top of Box



Front of Box



What's New

2013 MEAP
at a Glance

MEAP ASSESSMENT SCHEDULE FOR FALL 2013

OCTOBER 2013				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9	10	11
	Reading- Day 1 only	Reading- Day 2 only	Writing- Day 1 and Make-up Reading- Day 1 or 2	Make-up Reading- Day 1 or 2 or Writing-Day 1
14	15	16	17	18
Make-up Reading- Day 1 or 2 or Writing-Day 1	Mathematics	Writing-Day 2, Science, Social Studies	Make-up any subject, as needed	Make-up any subject, as needed
21	22	23	24	25
Make-up any subject, as needed	Make-up any subject, as needed	Make-up any subject, as needed	Make-up any subject, as needed	Make-up any subject, as needed...but NO TESTING AFTER TODAY!
28	29	30	Late fees and other penalties may be assessed if you ship after October 30.	
		LAST DAY TO SHIP		

If you SHIP your materials...

On or before Oct. 30	Between Oct. 31 and Nov. 6 (inclusive)	Between Nov. 7 and Nov. 13 (inclusive)	After Nov. 13
No late fee...no processing fee. Results will be included in the data files AND paper and PDF reports. Results will be included for accountability purposes.	Scoring contractor may charge school a \$250 late fee. Results will be included in data files, AND paper and PDF reports. Results will be included for accountability purposes.	Scoring contractor may charge a \$250 late fee PLUS a \$25 processing fee for EACH answer document scored.	Answer documents will NOT be scored. Results will NOT be included in data files, paper or PDF reports, or for accountability. No late fee or processing fee will be charged, but ALL materials MUST be returned. Failure to return materials may result in a substantial fine levied against the school by the Michigan Department of Education.

These are SHIP dates, not dates the scoring contractor receives your materials.

NOTE: Schools must administer subjects on the dates specified. Schools are **NOT** authorized to deviate from this schedule unless prior written approval is obtained from the Office of Standards and Assessment. Accommodated administrations may occur any day between the first specified day of testing for that subject to the final make-up testing date.

..... iv



MEAP-ACCESS Calendar

OCTOBER 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
	8 Reading Day 1 Grades 3 - 8	9 Reading Day 2 Grades 3 - 8	10 Writing Day 1 Grades 4 & 7	11
14	15 Mathematics Grades 3 - 8	16 Writing Day 2 Grades 4 & 7	17	18
21	22	23	24	25 <i>NO TESTING AFTER TODAY!</i>
28	29	30 LAST DAY TO SHIP*	<i>*Late fees and other penalties may be assessed if you ship after this date</i>	

Feedback

MEAP Feedback:

We are interested in feedback about student and test administrator experiences with the 2013 MEAP. After testing has been completed we would appreciate your responses to a survey found at:

<https://baameap.wufoo.com/forms/2013-meap-feedback-survey/>

This link may also be found on the MEAP website (Test Administration Manuals) at: *www.michigan.gov/meap*.

MEAP-Access Feedback:

The last page of the Test Administrator Manual contains a form that can be submitted to share MEAP-Access Test Administration experiences.



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Welcome to the Bureau of Assessment and Accountability (BAA)

Register Now!



2013 Bureau of
Assessment & Accountability
Fall Conference

inspire growth
A Collaboration of Michigan Educators

Click here for list of [2013 BAA Fall Conference Sessions](#)

ASSESSMENTS

[Content Expectations](#) Grade Level Content Expectations and Extended Grade Level Content Expectations are learning outcomes expected of all students.

[ELPA](#) (English Language Proficiency Assessment) is for K-12 students eligible for English language learner (ELL)

ACCOUNTABILITY

[Accountability](#) measures of student achievement and school performance based on statewide assessments and other academic indicators as required under state and federal law.

[BAA Professional Learning](#) is the home to the BAA Web

Test Administration Manuals - MEAP

MEAP Test Administration Manual:

Section 1

*The first section of the TAM focuses on information for coordinators and school/district administrators

Section 2

*The second section focuses on information for test administrators and accommodation providers

Section 3

*The third section contains the actual grade and subject specific directions for test administration.



Test Administration Manuals

MEAP Test Manual - The Appendix:

- * DVD Information
- * Diagram for Packing Scorable Materials
- * Sample Group/Grade Header Sheets
- * OSA Security Compliance
- * Return Verification Form
- * Answer Document Return Checklist



MEAP-Access TAM

☐ **MEAP-Access Test Manual provides all test administration information for grades 3-8 and ELA/Math**

☐ **The Appendix covers:**

- * Diagram for Packing Scorable Materials
- * Sample Group/Grade Header Sheets
- * OSA Security Compliance
- * Answer Document & Return Checklist
- * Feedback Form

General Information

Administration Order of MEAP Test Parts

- * Test parts for reading, mathematics (calculator exception), writing, science, and social studies must be administered in the specified order unless written permission (very rare) for a change is approved by DAS.

MEAP-Access S.S. and Science

- * **Social Studies** test is NOT available, so students must take MEAP or follow instructions found in the User Manual from the secure site to provide participation data for MI-Access for accountability purposes.
- * **Science** test is NOT available, so students need to be tested with MEAP or MI-Access in grades 5 & 8.

Emergency Tests

Emergency Tests:

MEAP Emergency Tests now include Reader Scripts for Math, Science, Social Studies and Writing. Emergency tests are ordered through the Incident Report process on the BAA Secure Site.

MEAP-Access Does not have an Emergency test so this is handled through the Incident Report process.

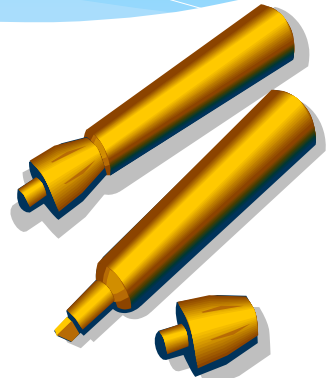


Critical Reminders

Highlighters

*Proceed with Caution-

Highlighters and other non- # 2 pencil marks on answer documents (or 3rd grade tests) continue to create problems



Critical Reminders

Requests for Off-Site Test Administration (MEAP only) – due by 9/30/13

*Michigan has established policy that all students are tested at the school where they receive instruction. Occasionally, exceptions must be made to this policy, however the security guidance outlined in the *Assessment Integrity Guide* must be followed:

(http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)

*Typical requests for off-site testing are due to seat time waiver programs, homebound students, and suspended or expelled students. See www.michigan.gov/meap for an off-site request.



Critical Reminders

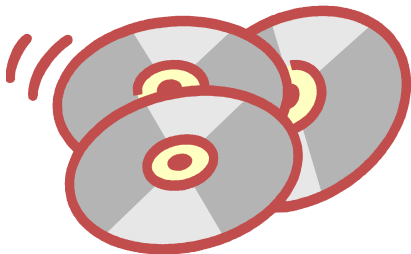
FORM NUMBERS

- * Schools are assigned form numbers (1-5 MEAP) (1-2 MEAP-Access)
- * Students must take all tests with the same form
- * Form 1 is also used for MEAP Accommodated Tests
- * Form 1 or 2 may be used for MEAP-Access

Critical Reminders

MEAP Reader Scripts, CDs, DVDs and Enlarged Print are based on Form 1

- * Make sure to use a Form 1 test booklet
- * Please note that there will be no CDs or DVDs for Writing



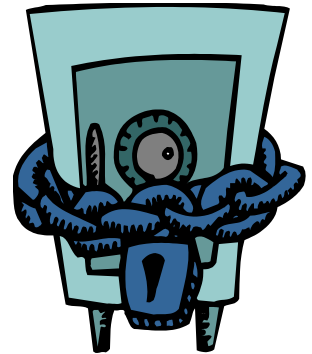
MEAP–ACCESS

MEAP-Access

- *Reader Scripts are available for Math and Writing (*all forms*)
- *Enlarged Print are based on form 1
- *Audio CDs are available for Math for all forms (*CD form must match booklet form number*)
- **Braille is also available for all grades and content areas*

Critical Reminders

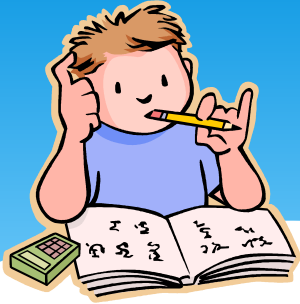
- * All test materials must be kept in one secure location within the school
- * Test materials must be returned to this location daily
- * Consider a plan for a “Chain of Custody”





Critical Reminders

- * Make sure students complete the information at the top of their answer document.
- * Make sure every answer document has a bar code label that matches the student information at the top of the answer document.

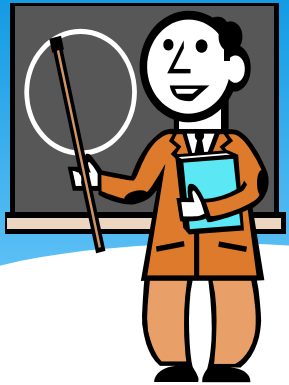


Critical Reminders

- * Double check to be sure special education students take the correct tests and use the correct accommodations based on their IEPs.
- * Students taking MEAP-Access must be flagged as Special Ed to be valid
- * If an IEP team determines that MEAP online is not appropriate please document.

Critical Reminders

- * OSA recommends a full day of school for each MEAP initial testing day.
- * Schools must have written permission from OSA to alter the MEAP initial testing day schedule.
- * MEAP-Access administrations may require individual decisions to be made for resumed testing.



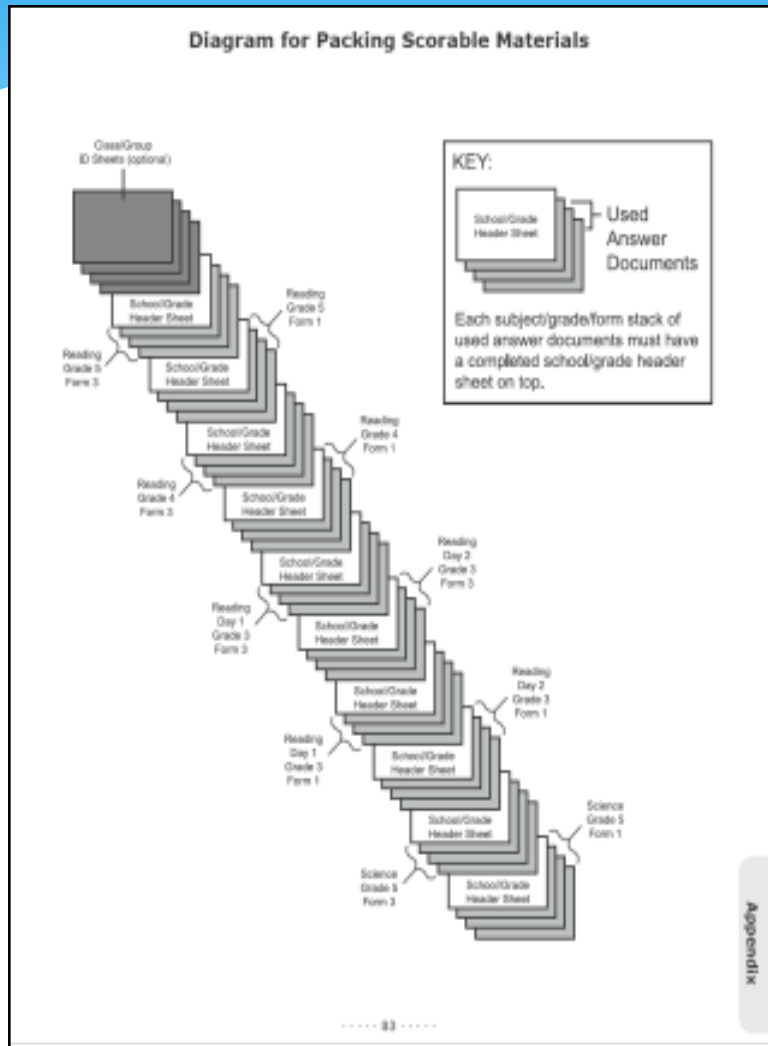
Critical Reminders

- * Provide professional development (accommodations, correct test, security, correct administration practices...) for staff members

This is your
staff jumping
for joy!



Critical Reminders



- * The Appendix of the Test Administrator Manual provides a table to help schools organize and pack answer documents.

Critical Reminders

Answer Document Return Checklist					
Check the open cells below as you prepare each return stack.					
Grade	Subject	Forms		Is completed School Header Form on top of stack?	
		1	#_____		
3	Reading Day 1				Grade 3 a copy test book and an document
	Reading Day 2				
	Math				
4	Reading				
	Math				
	Writing				
5	Reading				
	Mathematics				
	Science				
6	Reading				
	Mathematics				
	Social Studies				
7	Reading				
	Math				
	Writing				
8	Reading				
	Math				
	Science				
9	Social Studies				

- * The MEAP Appendix also has a document return Checklist that can be used to provide a record of the Answer Documents Returned.

Critical Reminders

- * Note for Shared Time Students: The Public School must ensure correct Residency Codes are entered for home schooled and non-public students.
- * **Assignment in MSDS** determines the school responsible for testing.
- * **MSDS drives accountability!**

Critical Reminders



The BEST PRACTICES Guide provides a valuable reference about Reporting for Trouble-free Accountability Data

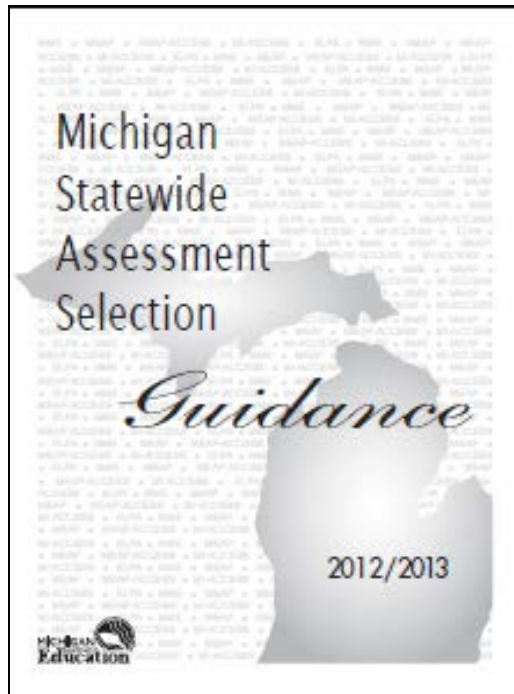
www.michigan.gov/meap

Critical Reminders

- *Attention to test security benefits everyone.
- *Observations are done for security and test administration.



Assessment Selection Guidance



The "Michigan Statewide Assessment Selection Guidance" can assist with decisions about appropriate assessment choices.

The IEP Team has two responsibilities by law:

- Choose which state assessment
- Choose accommodations (if any)

**The document can be found at:
www.michigan.gov/baa**


Assessment Accommodation Summary Table

- * The Assessment Accommodation Summary Table displays accommodations for MEAP, MEAP-Access, MI-Access, WIDA-Access for ELLS, and NAEP.
- * Most students with disabilities will be able to participate in MEAP when provided with standard, appropriate accommodations.
- * An Interactive Accommodations Table is available on the website (www.michigan.gov/baa) to assist with available accommodations by assessment.



Assessment Accommodations

Accommodation Types:

- * Standard (S)
- * Universal  (Any student can utilize, regardless of eligibility, without changing what is being measured by the assessment)
- * Non-Standard (changes construct of test, consequences must be communicated to parents, does **not** count toward accountability)

Assessment Accommodation Summary Table

Accommodation	MEAP / MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
17. ④ Assessment directions <ul style="list-style-type: none"> Teacher may emphasize key words in directions Teacher may repeat directions exactly as worded in administrator manual Student may restate directions in his/her own words Student may ask for clarification of directions 	S	S	S	S	S	S	p
18. ④ Teacher provides visual, auditory or physical cues to student to begin, maintain, or finish task	S	S	S	S	S	S	C
19. Reading aloud <ul style="list-style-type: none"> MEAP or MEAP-Access Reading assessment MEAP or MEAP-Access Writing sample MI-Access Functional Independence Accessing Print (refer to Do Not Read Aloud Table in test booklet) 	NS	NS	S	NA	NA	NA	NA
20. Reading aloud the Mathematics, Science and Social Studies assessments with individual students or in small groups of no more than 5 students. <ul style="list-style-type: none"> MEAP and MEAP-Access require the use of Reader Scripts 	S	S	S	NA	NA	NA	P

MEAP Assessment Accommodations

- * Enlarged Print, use of CDs, DVDs (MEAP only), and Reader Scripts require a Form 1. No answer documents are included in kits so order if needed
- * Braille is Form 88 (ordered on Secure Site) and also includes an Assessment Administration Booklet for Braille (AABB) and **if 3rd grade**, a unique answer document
- * Use a regular answer document with correct accommodation and form bubbled on answer document.

MEAP-Access Accommodations

- * Enlarged Print requires a Form 1
- * CDs and Reader Scripts are available for Mathematics and Writing (all forms)
- * Braille is a Form 88 and includes AABBs and a 3rd grade unique answer document
- * No DVDs for MEAP-Access or MI-Access
- * Ensure the correct Form number is bubbled on answer documents for all accommodations

Accommodations

All decisions about which accommodations a student needs must:

- *be made by the IEP Team
- *be documented in the student's IEP
- *reflect what the student routinely uses or responds to during instruction

Accountability

When students with disabilities are part of the accountability system, educators' expectations for these students also are more likely to increase.

Accountability

State Accreditation (accountability score cards) uses results from:

- *MME
- *MEAP
- *MEAP-Access
- *MI-Access

Accountability

MEAP-Access

- Counts toward 95% participation requirement
- May count up to 2% of students across the district who score at the Proficient level for Accountability

Accountability

This is the maximum amount (2%) of proficient MEAP-Access scores that can be used for accountability calculations

NOTE:

There is NO cap on the number of students participating in MEAP-Access assessments

Benefits to Schools/Districts

This is an opportunity to increase the number of proficient scores for some students with disabilities.

MEAP-Access may also match more closely the instruction given and better reflect the students' skills.

MEAP Online Social Studies and Science

Kate Cermak
Online and MEAP Analyst

Overview for Fall 2013

Grades/Subjects tested online:

- * Grades 5 and 8 – Science
- * Grades 6 and 9 – Social Studies

Extended test window

- * October 16, 2013 to November 5, 2013
- * Does **not** apply to paper-and-pencil testing

MIST™

Tests will be delivered by Measurement Incorporated Secure Testing (MIST™)

- * Tester station which delivers test questions to students in a kiosk mode
 - * Installed on testing devices
 - * Accessed by Student Tester Tickets
- * Test Administrator secure website which allows test administrators to view and manage student rosters and test schedules
 - * Password protected

Fall 2013 MEAP Online Testing Calendar of Events

Date/Time	Event
05/13 – 07/25	Initial Material Order Window (accommodated materials)
05/13 – 11/04	Pre-ID for online testing
05/28 – 06/17	Interest Survey
05/28 – 07/08	Technical readiness evaluation
07/09 – 07/19	Agreement to Participate Survey
08/15	MIST™ executable and system check available
08/21	MIST™ Test Administrator Practice Site available
09/03	Student Practice Site for MIST™ available
09/12 9:00a.m. – 10:00a.m.	MIST™ for Technical Directors webinar
09/17	Test Administrator credentials mailed
09/19 9:00a.m. – 10:30a.m. 3:00p.m. – 4:30p.m.	MIST™ for MEAP Coordinators and Test Administrators webinar (morning session with repeat session in afternoon)
09/23	Online Student Roster available in MIST™
09/24 – 10/22	Additional Order Window
10/16 – 10/25	Paper-and-pencil test window for Science and Social Studies
10/16 7:00a.m. to 11/05 5:00p.m.	Online test window for Science and Social Studies
10/30	Last day to return paper-and-pencil test materials without penalty
11/05 5:00p.m. to 11/07 5:00p.m.	Online housekeeping period (update student information on the MIST™ Student Demographic page)
mid-November (tentative)	Tested Roster
late December (tentative)	Student Data File available
mid-January (tentative)	PDF reports of student test results available

Calendar of Events

Where to Find Information

Resource	MEAP Website www.michigan.gov/meap	MIST Website https://mi.misttest.com
Assessment Accommodation Summary Table	X	
Assessment Integrity Guide	X	
Fall 2013 MEAP Online Test Administration Manual	X	
Fall 2013 MEAP Online Test Schedule Template	X	
Fall 2013 MEAP Online Testing Calendar of Events	X	
MEAP Online User Guide to MIST™	X	X
MEAP Test Administration Manual Fall 2013	X	
MIST™ Frequent Asked Questions (FAQ)	X	X
MIST™ Instructional Videos		X
MIST™ Technical Guide	X	X
MIST™ Technical Specifications	X	
Online Pre-ID and Ordering Instructions for the Fall 2013 MEAP	X	
OSA Security Compliance Form	x	
Student Practice Site for MIST™		url will be provided
Student Practice Site for MIST Practice Scripts	X	
Test Administrator Practice Site		x

Secure Site - NEW

Tina Foote

Secure Site Analyst

www.michigan.gov/baa-secure

New Secure Site

If you do not have access yet...

- * Must have a MEIS account
www.michigan.gov/meis
- * Login with MEIS login and password
- * Complete “Request Access” screen
- * District administration user will review and deny or approve
- * Receive email from Secure Site system
 - *Emails go to address listed in MEIS

Announcement Page

Contains three different types of communications

- * Specific Announcements
- * General Announcements
- * Calendar

Can filter by Due Date, Test period, Test Cycle

Initial Material Orders

Orders placed on the “old” site prior to July 26 carried over to the new site

MEAP

- * View orders Material Order Reports under “Material Orders” menu

MEAP-Access

- * Initial Material Order screen under Material Orders menu

Initial Material Orders

MEAP-Access cont.

- * Continue to enter or change through 5:00 pm, September 12
- * If you do not place an order, you will not receive materials

Additional Material Orders

September 24 – October 22, 2013

Inventory initial materials as soon as they are received

- * Identify additional materials needed
- * Contact district coordinator for additional materials

Only a district level user can place order for additional materials

Additional Material Orders

Additional Material Order screen under Material Orders menu

Select shipping destination

- * Each order can ship to district or school

First time order

- * Will bring up Initial Material Order screen
- * Ancillary materials will automatically be included
- * Overage will be calculated

Additional Material Orders

Warning if order exceeds threshold

- * Detail of items that exceed
- * Can cancel and change quantities
- * Can save and order will be processed

Suspended if order exceeds second threshold

- * Detail of items that exceed
- * Can cancel and change quantities
- * If saved, order will be suspended until reviewed by BAA

Additional Material Order

Additional Material Order Form



Enter material order information

Material Order For Fall 2013 MEAP

ISD

Berrien RESA (11000)

District

Benton Harbor Charter School (11903)

School

Benton Harbor Charter School (08706)

Shipping Information

Shipping Destination

☒ District

☐ School

Ship To**

Attn:
455 Riverview Drive
BENTON HARBOR, MI 49022

** If the Ship To information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

Material Counts (Additional Order)

3rd Grade

4th Grade

5th Grade

6th Grade


7th Grade

8th Grade

Material Order Summary

- * **Select Material Order Reports under the Material Orders menu**
- * **Select Material Order Summary**


Material Order Reports



Select the report with which you want to work

Choose Report Option

☐ Schools without an Initial Order

☐ Material Order Summary 

Material Order Summary Report

Search Filter

Test Cycle

Fall 2013 MEAP

District

Delton Kellogg Schools (08010)

Order Number

Incident Report Number

ISD

Barry ISD (08000)

School

Delton Kellogg Elem. School (00901)

Order Status

All Statuses

Report

Material Order Summary ReportFall 2013 MEAP

Search Results

Select All

Unselect All

	District	School	Order Type	Ordered By	Order Date	Processing Date	Completion Date	Status	Order Number	Order Detail	Shipping Detail	Tracking Info
<input checked="" type="checkbox"/>	Delton Kellogg Schools (08010)	Delton Kellogg Elem. School (00901)	Initial	Conversion MEIS Default	7/29/2013 11:44:41 AM	07/26/2013		Processing	140845	View		
<input checked="" type="checkbox"/>	Delton Kellogg Schools (08010)	Delton Kellogg Elem. School (00901)	Initial	Conversion MEIS Default	7/29/2013 11:44:41 AM	07/26/2013		Processing	150005			
<input checked="" type="checkbox"/>	Delton Kellogg Schools (08010)	Delton Kellogg Elem. School (00901)	Initial	Conversion MEIS Default	7/29/2013 11:44:41 AM	07/26/2013		Processing	154188			

Material Order Summary Report

- * List initial, additional and emergency test orders
- * Will include overage and ancillary materials added by BAA

Material Order Detail Report

MATERIAL ORDER DETAIL REPORT

Initial Material Order
Fall 2013 MEAP

Ship to:

Order Number: 140845

Order Status: Processing

Last Updated: 7/29/2013 11:44:41 AM

Last Updated By: Conversion Conversion

	3rd Grade MEAP	
Material Description	Order Quantity	Total Quantity*
Test Administration Manuals Grade 3	7	7
Test Booklets	238	238
	4th Grade MEAP	
Material Description	Order Quantity	Total Quantity*
Answer Docs	0	375
Test Administration Manuals Grade 4	6	6
Test Booklets	375	375
	Other Ancillary Materials MEAP	
Material Description	Order Quantity	Total Quantity*
Blank Avery Labels	0	10
Class/Group ID Sheet	0	29
Instructions for Materials Return	0	1
Non-scorable Stickers	0	8
Return Shipment Label	0	4



Barcode Labels

All answer documents must have a barcode label, including home schooled students


- * Must be the correct student
- * Must be correct test cycle


Students must be identified for testing first

- * Instructions for pre-identification available in Secure Site Procedure and User Manual



Barcode Labels


- * Select Barcode Labels from the Pre-ID Functions



Barcode Labels 

Search Filter 

Test Cycle*	ISD*	District*	School*
Select a Test Cycle ▼	Genesee ISD (25000) ▼	Select a District ▼	Select a School

Last Name <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	
UIC <input type="text"/>	Birth Date <input type="text"/> 	Grade Select a Grade ▼	Gender All ▼
After Date <input type="text"/> 			



Barcode Labels

Barcode Labels



Search Filter

Test Cycle*

Fall 2013 MEAP

ISD*

Genesee ISD (25000)

District*

Bendle Public Schools (25060)

School*

Bendle Middle School (04124)

Last Name

First Name

Middle Initial

UIC

Birth Date

Grade

Select a Grade

Gender

All

After Date

Search

Reset

Search Results

Search Results

Select All

Unselect All

Refresh

☐

School

UIC

Last Name

First Name

Birth Date

Gender

As Of Date

Refresh

K < 1 2 3 4 5 6 7 8 9 10 ... > >

Page size: 10

270 items in 27 pages

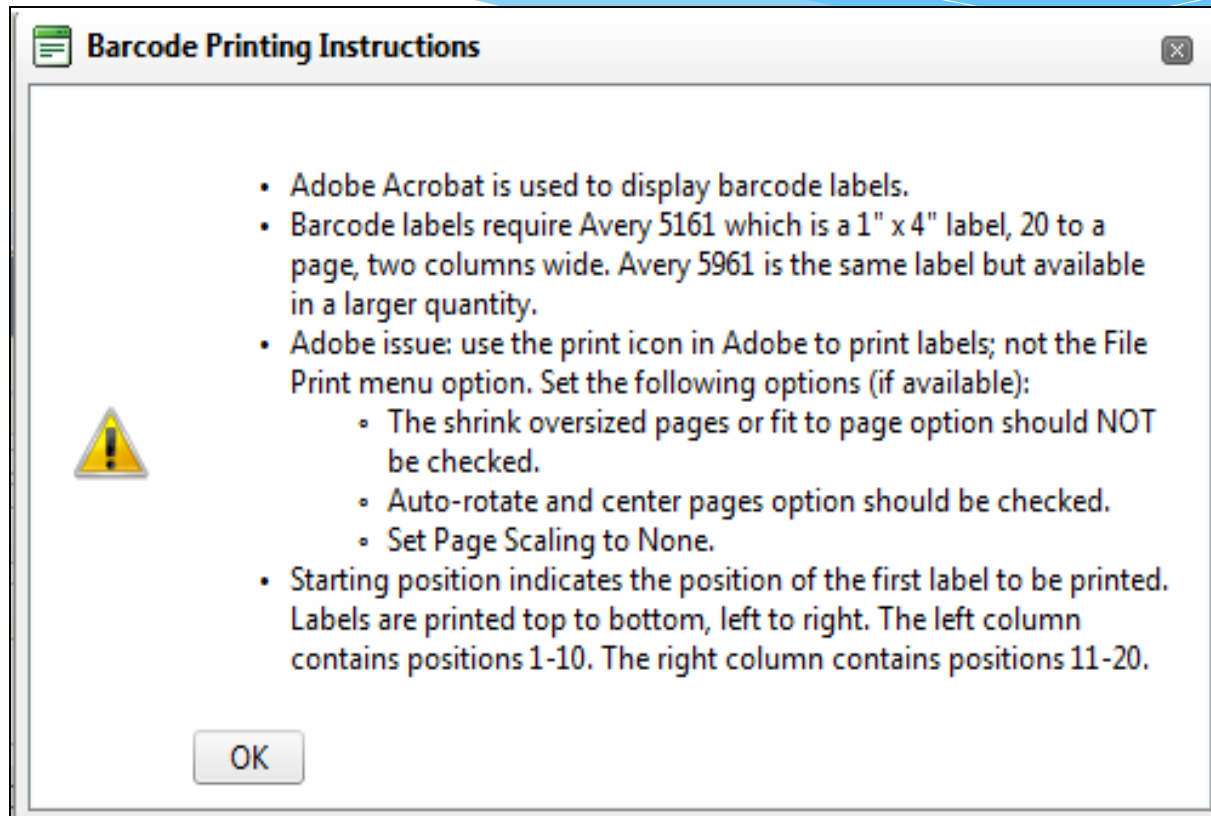
Starting Position:

1

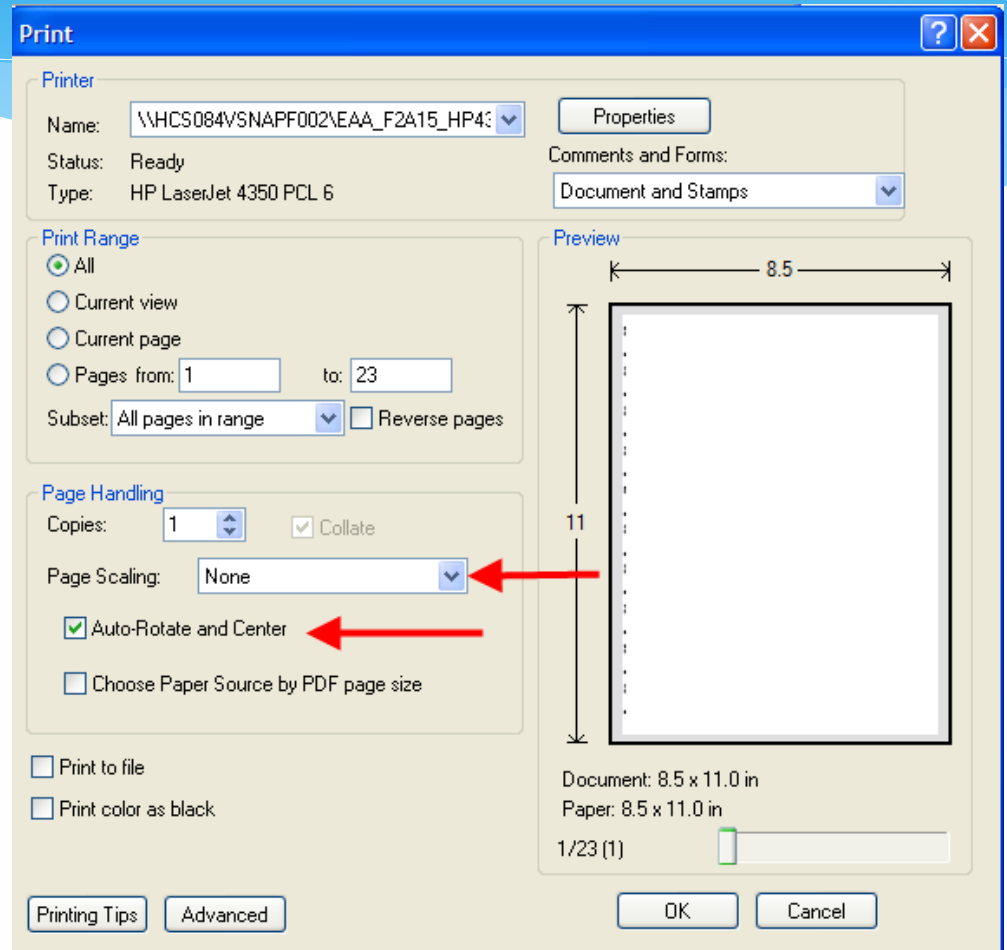
Number of Copies:

1

Barcode Labels



* Click on printer icon
in adobe window



Barcode Labels

- * Print with a laser printer, not inkjet
- * Specific to student, school and test cycle
- * Cannot use previous years
- * Cannot use from other test cycles, i.e. MI-Access
- * Reprint damaged labels
- * Ensure barcode label matches student's name at top

Student Demographics

- * Demographics such as ethnicity, special education, economically disadvantaged, etc. will be loaded from MSDS by BAA
- * Demographics will come from the fall general MSDS collection and Student Record Maintenance (SRM) files that follow
- * Watch for “as of date” and deadlines for MSDS corrections or updates for assessment & accountability purposes

Student Demographics

- * If fall general MSDS collection is accurate, only student information from count day through end of testing will need to be updated in MSDS for assessment purposes
- * Demographics for public school students cannot be updated or changed on the BAA Secure Site
 - * Nonpublic and home schooled students can be updated on Secure Site
- * UIC's must be resolved

Accountable Students & Test Verification

- * Available on the BAA Secure Site
- * Replaces Expected to Test, Tested Roster and Not Tested
- * VERY IMPORTANT – MUST DO!
- * Mid to late November
- * Click on “Accountable Students & Test Verification” from “Student Information” menu

Accountable Students & Test Verification



Please choose an ISD, District, School and Test Period to view the task list for the selected items.

Search Filter

ISD*

Berrien RESA (11000)

District*

Benton Harbor Charter School (11903)

School*

Benton Harbor Charter School (08706)

Test Period*

Fall 2012

Search

Search Results

Open Date	Close Date	Task	Status
<input type="checkbox"/> 11/27/2012 8:00 AM	1/30/2014 10:30 PM	Verification of Enrollment for Accountability Purposes	
		Unmatched Students	
		Students Tested Not Enrolled In School	
		Students Enrolled Not Tested In School	
		Students Tested With Invalid or Unresolved or Missing UIC	
		Accountable Students	
<input type="checkbox"/> 11/27/2012 8:00 AM	1/30/2014 10:30 PM	Verification of Student Demographics	
		Students Taking Alternative Assessments Not SE	
		Students taking ELL Assessment Not LEP	
		Economically Disadvantaged Students	
		Out of Level	
		Accountable Students	

Accountable Students & Test Verification

Verification of Enrollment for Accountability Purposes and Verification of Student Demographics (public schools only)

- * Last opportunity to verify and make demographic updates in MSDS for assessment and accountability purposes
- * List students from MSDS enrolled on “as of date” and assessment data
- * Student demographics from MSDS on “as of date”

Accountable Students & Test Verification

- * Look for students that need to be exited
- * Look for students that need to be added to enrollment
- * Verify demographic information
 - * SE important for MEAP-Access and MI-Access
- * Check for UIC issues
- * Need to be fixed in MSDS by posted deadline

Accountable Students & Test Verification

Accountable Students & Test Verification

Please choose an ISD, District, School and Test Period to view the task list for the selected items.

Search Filter

ISD* Washtenaw ISD (81000) **District*** Ann Arbor Public Schools (81010) **School*** Huron High School (05671) **Test Period*** Fall 2012

Search Results

Open Date	Close Date	Task	Status
9/13/2012 12:00 AM	12/31/2013 12:00 AM	Verification of Answer Documents	
		Prohibitive Behavior	✖
		Non Standard Accommodations	✖
		Missing Tests	✖
		Out Of Level	✖
		Answer Documents Received	✖
		Tested Roster Issues	✖
		Tested Roster Appeals	✖
9/15/2012 12:00 AM	11/29/2013 12:00 AM	Verification of Not Tested	
		Not Tested	✖
		Not Tested Issues	✖
		Accountable Students	✖

Accountable Students & Test Verification

Verification of Answer Documents

List all answer documents received and scanned by the contractors

*Submit an issue for:

* **Missing test**

- * Specific to test cycle
- * Tested at your school but is missing
- * Can report Not Tested reason from Missing Test screen

* **Missing student**

- * Student that tested at your school but is not listed as received

Accountable Students & Test Verification

Combine issues

- * Students that are listed more than once on Verification of Answer Documents section

Move issues

- * Student listed as testing at the school but did not

Accountable Students & Test Verification

Verification of Not Tested

- *Provide reasons student(s) did not take a fall assessment
- *Required for consideration of Scorecard participation exemption and federal reporting
- *Be prepared ahead of time
 - * Create your list during testing of who did not test and why

BAA Secure Site Support

Secure Site Procedure and User Manual

- * Click on User Guide at top of site
- * 877-560-8378
- * Email BAA@Michigan.gov
- * **Camtasia presentation will be available soon**
- * **Training site will be available soon**

Receipt and Return of Test Materials

Before Testing

- * Review manuals
- * Stress SECURITY
- * Know school and district codes

Receipt of Materials

- * Expect material orders from DRC (via UPS)
- * Orders are packed by school
- * Boxes containing packing lists will be marked with a sticker
- * Inventory your shipments immediately after receiving them!

Delivery Dates

- * A separate shipment of Return Materials Kits (from Measurement Incorporated) will be delivered via FedEx Ground the week of September 30.

Shrink-wrapping

- * Test booklets and answer documents will be shrink-wrapped
- * Cover sheets show secure material info for items w/in the shrink pack
- * MEAP-Access does not utilize shrink-wrapping

Shipments from DRC

Printed Pre-ID labels will be in order by

- * Grade
- * Subject
- * Class/Group
- * Last name

Need More?

- * Districts receive an overage of most materials
- * Exhaust district overage first
- * Place additional orders via BAA Secure Site

Where's My Order?

Order history and shipments may
be tracked via BAA Secure Site

During Testing

- * Make sure all answer documents have barcodes labels applied with the correct Pre-Id information
- * Handle with care!

Return of Materials

- * Follow instructions in manuals.
- * Return MEAP and MEAP-Access materials no later than October 30 to avoid possible late fees.

What Do I Return?

Scorable:

- * Used answer documents
- * Used Grade 3 answer docs/test booklets
- * Grade 3 Braille answer documents if applicable

What Do I Return?

Non-scorable:

- * Used and unused test booklets
- * Used and unused accommodated media
- * Unused Grade 3 answer docs/test booklets (potentially a major security breach)

TABLE 6: How to Process MEAP Test Materials After Testing

Test Materials	Return to MEAP Contractor	Schools Keep	Schools Destroy
Used answer documents, including 3rd grade test booklets/answer documents	Scorable		
Completed School/Grade Header Sheets	Scorable		
Completed Class/Group ID Sheets	Scorable		
Orange Special Handling Envelope(s)	Scorable		
Test Booklets (grades 4-9)	Non-Scorable		
Accommodated versions of the test (Braille, enlarged print, Reader Scripts, audio CD, video DVD and translated versions)	Non-Scorable		
Unused 3rd grade test booklet/answer documents	Non-Scorable		
Return Verification Form		Store at District for 1 year with Security Compliance Forms*	
Signed Security Compliance Forms		Store at District for 1 year with Return Verification Form*	
Test Administration Manuals		Keep 1 or 2	✓
Unused 4th-9th grade answer documents			✓
Unused School/Grade Header Sheets			✓
Unused Class/Group ID Sheets			✓

*Return Verification and Security Compliance Forms should be kept by the district MEAP coordinator.

Returning Scorable Materials

- * Sort answer docs into stacks by subject, grade, and form.
- * No sticky notes!
- * No paper clips!



Really, Really Important!

School/Grade Header Sheet

Sample School/Grade Header Sheet

MARKING INSTRUCTIONS

- Use only soft lead pencil (No. 2)
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK **INCORRECT MARKS**

○ ● ○ ○ ⊗ ⊗ ⊗ ⊗

1 PLEASE PRINT

Name of Person Completing this Form _____

District Name _____

School Name _____

2 DISTRICT CODE

0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9
0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9

3 SCHOOL CODE

0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9
0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9

Please be sure all fields are filled.

4 GRADE

0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9

5 ANSWER DOCUMENT COUNT

0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9

SUBJECT

Reading Day 1 _____

Reading Day 2 _____

Writing Days 1 & 2 _____

Mathematics _____

Science _____

Social Studies _____

7 FORM

0	1	2	3	4	5
6	7	8	9	0	1
2	3	4	5	6	7
8	9	0	1	2	3
4	5	6	7	8	9

☐ Braille

☐ MEAP Emergency Test

meap
Michigan Educational Assessment Program

SCHOOL/GRADE HEADER SHEET

INSTRUCTIONS:

1. In the box under Name, print the name of the person completing this form, the district name and the school name on the lines provided.

2. In the boxes under the District Code, indicate the district number. Fill in the corresponding circles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator.

3. In the boxes under School Code, indicate the school number. Fill in the corresponding circles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator. School codes must be 5 digits. Please enter a leading zero if needed.

4. In the box under Grade, fill in the appropriate grade level of the students whose documents are under this header sheet. Fill in only one grade per header sheet.

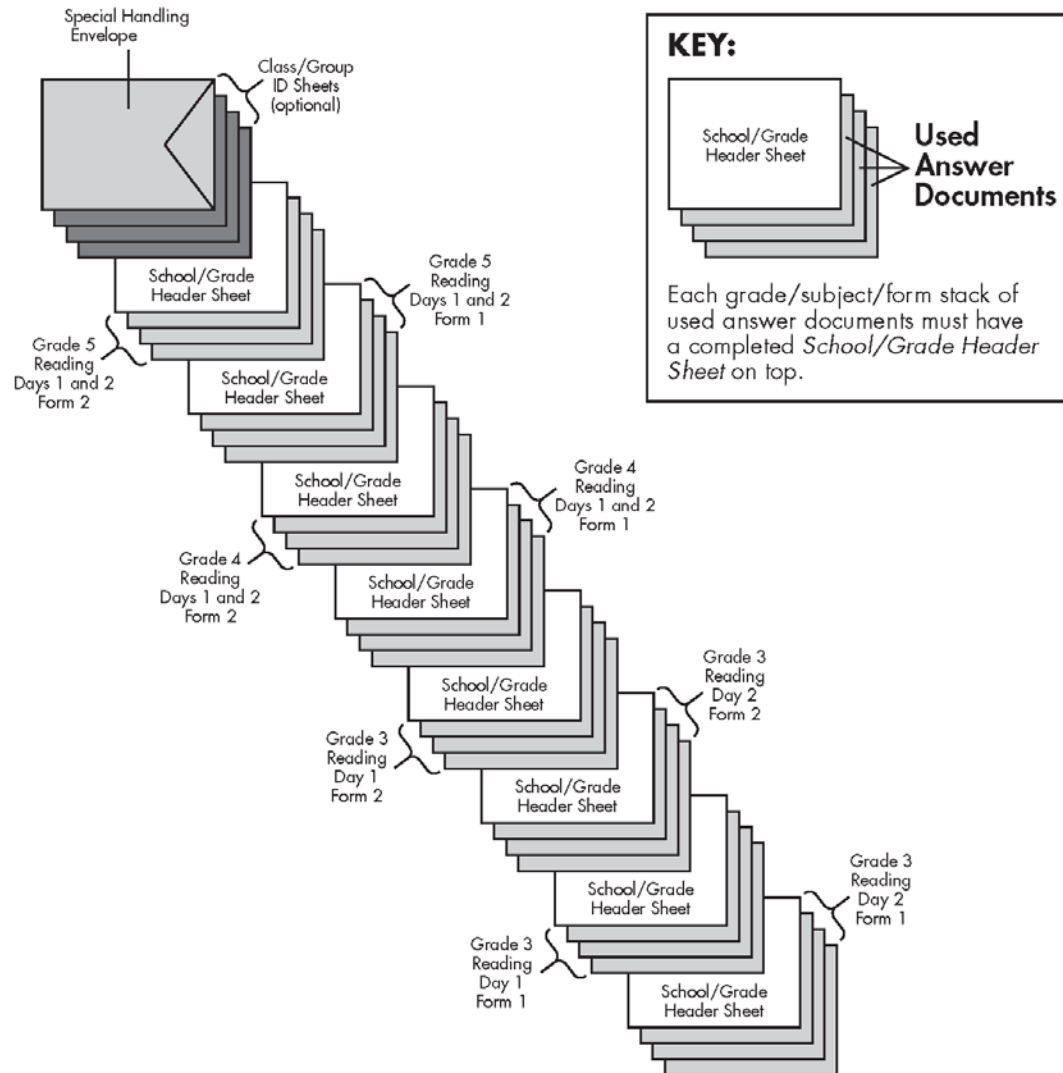
5. In the boxes under Answer Document Count, write the appropriate number of used answer documents that are under this header sheet. Fill in the corresponding circles.

6. In the box under Subject, fill in the appropriate subject of the documents under this header. Fill in only one subject per header sheet except for Reading. For Grade 3, select only one: Reading Day 1 or Reading Day 2. For Grades 4-8, bubble BOTH Reading Day 1 and Reading Day 2 (due to the combined answer document for Grades 4-8 Reading).

7. In the box under Form, fill in the appropriate form of the documents under this header. The form number can be found on the upper left portion of the assessment book. Fill in only one form number per header sheet.

- * Place a completed School/Grade Header Sheet on top of each stack of answer documents.

RETURNING MATERIALS ASSEMBLY GRAPHIC



Returning Scorable Materials

- * No sticky notes! Really.
- * No white out → transcribe onto new answer document.
- * Poor erasures → transcribe onto new answer document.

Returning Scorable Materials

Some Helpful Hints:

- *Don't store a used answer doc inside a test booklet!
- *Don't return scorable materials in a non-scorable box.

Special Handling

Word-processed pages and additional paper (see TAMS for details):

- * Put ID info on all additional pages.
- * Place inside student's answer doc.
- * Place in the Special Handling Envelope (MEAP orange, MEAP-Access blue) .

Special Handling

- * Write “Do Not Score” on the first page of any answer document that should not be scored.
- * **Do not** return bio-hazardous materials! Transcribe onto new answer document.

Return Kits

- * Return Instructions
- * School/Grade Header Sheets
- * Return Verification Form
- * FedEx Airbills
- * Orange (MEAP)/Blue (MEAP-Access) Special Handling Envelopes

Return Materials as soon as possible!

Return Kits

- * Blue Scorable and Green Non-scorable adhesive labels for boxes for MEAP
- * Lavender Scorable and Cream Non-scorable adhesive labels for boxes for MEAP-Access

Fed Ex Airbill

- * One Airbill per shipment!
- * Airbill goes with Box 1.
- * Don't tamper with pre-printed info on Airbill — including class of service!
- * Use the Airbill shipped to your school.

FedEx Multiple-Piece Shipment Labels

FedEx will apply:

- * Multiple-piece shipment labels to the remaining boxes.
- * Stickers with tracking numbers!

FedEx

- * Call **1-800-GoFedEx** to schedule a pickup.
- * You can press 9 or say, “Premier Customer Service Program,” at the voice prompt.
- * Provide acc’t # 999 999 933 to be transferred to a Premier Cust. Service Rep. familiar with MEAP/MEAP-Access.
- * Call by 2:30 p.m. for same-day pickup.

A MEAP FACT:

*26 million pages of
answer documents
printed!

Call Center Contact Info

- * Phone: 877-560-8378
and select option 2
- * Email: BAA@Michigan.gov